ORGANIZATIONAL ISSUANCE

HS01

Office of Human Capital Document Control Process

APPROVING
AUTHORITY

NAME	TITLE	ORG	DATE
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/30/1999	Establish Directorate Baseline Document
Revision	A	1/27/2000	Rename some of the OIs to OWIs Rephrase 5.1.9 for clarification Add Sign off sheets for quality record
Revision	B	719/2000	Revised section 9 to include record retention schedule
Revision	C	8/14/2001	Revised section 4.2 The list of baseline OWI to The list of Organizational OWI. 4.5, Office of Primary Responsibility (OPR) to Office of Primary Responsibility (OPR) Designee 4.6 Process Owner…replace one single process to one process.
Revision	D	6/2/2003	Removed applicable documents list, and added Reference document list.
Revision	E		This revision is to bring this document in compliance with HQ Review Action (CAITS 04-DA01-0387)
Revision	F	3/11/2005	Revised the org codes, office names as a result of the Center Reorganization effective 12/12/04.
Revision	G	10/2/2006	Updated dates, Removed HS02, it no longer exists, removed "quality" from the document.
		09/13/07	Document Review
Revision	H	7/31/08	Updated OI format. Cited "Authority" and "Applicable Documents" Revised "Records" paragraph. Minor editorial changes to enhance clarity.

1. PURPOSE

This Organizational Work Instruction (OWI) provides the procedures for the Office of Human Capital Document Control Process.

2. APPLICABILITY

This work instruction applies to all OHC Organizational Work Instructions.

3. AUTHORITY and APPLICABLE DOCUMENTS

3.1 AUTHORITY

MPR 1410.1, Documentation and Data Control for Organizational Issuances

3.2 APPLICABLE DOCUMENTS

NPR 1441.1, NASA Records Retention Schedule

4. DEFINITIONS

4.1 Document Control Custodian (DCC) The primary and alternate individual(s) responsible for processing and maintaining OWI's and Master lists. The DCC shall maintain the original signed hard copy of OWI's generated within the DCC's organizational element as a quality record. The DCC is responsible for assigning unique document numbers for new OWI's. OWI's shall be numbered as follows: OOOO-XXX-YYY; OOOO indicates organization code, XXX indicates the type of organizational issuance (e.g., OWI), and YYY indicates the sequential number beginning with 001. The Organizational manager shall appoint a DCC and Alternate for the organization.

4.2 Master List (s) The list of Organizational Work Instructions, applicable documents and other organizational issuances. The master list contains information regarding document number, title, effective date, location, and Office of Primary Responsibility (OPR).

4.3 Organizational Work Instruction (OWI) A document which defines the organizational process and Procedure. It is recommended to use the MSFC Organizational Issuances template.

4.4 Organizational Issuances (OI) Types of OI's include organizational work instructions, technical documents, forms, or special reports, and records.

4.5 Office of Primary Responsibility (OPR) Designee The author or other person responsible for maintaining the accuracy and currency of the OWIs from draft release through all follow-on actions.

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4.6 <u>Process Owner (PO)</u> The individual who is responsible for a specific process within an OWI. The PO is responsible for maintaining the accuracy and currency of the data for the process. If the OWI contains only one process, then the OPR and the PO will be the same individual. If the OWI contains multiple processes, then the OPR will consolidate and integrate all the data, provided from the individual PO's.

4.7 <u>Organizational Element</u> For the purpose of this instruction, the term organizational element refers to HS01, HS10, HS20, HS30, HS40 and HS50.

4.8 <u>Records</u> A "record", of any kind, that furnishes objective evidence of activities performed or results achieved. That is, its nature is to capture something that has already happened.

4.9 <u>Records custodian</u> The individual who is responsible for maintaining the records (This person can be document control custodian, process owner, or others.).

5. INSTRUCTIONS

5.1 <u>Organizational Work Instruction Process Flow</u>

5.1.1 Identify the new or revised organizational OWI

5.1.2 The organizational element manger shall designate an OPR Designee for each OWI and a PO for each process. If the OWI only contains a single process, then the OPR and PO shall be the same individual.

5.1.3 If the OWI contains multiple processes, the OPR Designee shall collect the processes from the PO's (Process Owners) and integrate and prepare the OWI for the multiple processes.

5.1.4 The OPR shall acquire a unique document number from the organizational element DCC (Document Control Custodian) or alternate DCC.

5.1.5 The DCC or alternate DCC shall update the list of unique document numbers issued.

5.1.6 The OPR shall prepare the OWI (Organizational Work Instruction) in electronic format compatible with MSFC automated information system platforms and networks. If the OWI contains multiple processes, then the OPR shall collect and integrate the procedures for multiple processes from the individual PO's.

All new or revised OWIs are required to use the MSFC recommended template.
The cover page contains the following information:
1. a unique document number,
2. the revision level,
3. the document title/subject,

4. the effective date,
5. the OPR organizational code, and
6. the approving authority.

Each Organizational Work Instruction shall include a document history log. The controlled document revision indicator shall consist of the same document number as the one it supersedes plus the word "REVISION" and the uppercase revision letter beginning with the letter "A." The original document is to be identified as "Baseline". For each succeeding revision, a revision letter shall be assigned in alphabetical sequence except as noted. After Y, follow with AA, AB, AC, etc. Letters I, O, Q, S, X, and Z shall not be used as single or double letter entries.
The use of "draft" indicators during the review cycle is at the discretion of the OPR. New issues or revisions that are likely to require significant changes to the document and subsequent repetition of the review cycle should be issued as sequentially numbered drafts. "Draft" indicators should not be used for revisions that are relatively simple in nature that are likely to be approved in the first review cycle. "Draft" indicators should be used in conjunction with revision indicators when used (e.g., Revision A-Draft 1)

5.1.7 The approving authority may review and approve the document or request review and concurrence by others. Comments, which are generated as a result of this review, shall be submitted to the OPR for resolution.

5.1.8 Signature and effective date on the document cover shall indicate final approval (Sign off sheet). The OHC Director, Deputy Director, or Special Assistant to Director shall approve all HS01 OWI's. The OHC Office managers shall approve all OWI's within their organizations.

5.1.9 The OPR of the OWI shall forward the final electronic copy and the sign off sheet to the organizational element's DCC. The DCC shall add the sign off sheet information to the electronic version and forward the electronic version to OHC web custodian. The web custodian shall provide the document number, revision, title, effective date, OPR organization, OPR name, and document location for posting.

Document Number	Title	Rev.	Effective Date	OPR Name	Phone Number	E-mail Address

The OPR shall ensure that the correct version of the OWI has been properly posted on the web. The OPR shall also ensure that canceled OWI's are removed from the web.

5.1.10 The OHC web custodian shall ensure the Master list of all OHC OWI's are on the designated web server. The Master List for all OHC organizational elements shall be linked to the MSFC Integrated Document Library.

5.2 Cancellation of an existing OWI within OHC To cancel an OWI, the OPR shall revise the document history log to show the status of the OWI as "Canceled" and the description block shall

describe the reason for the cancellation. The Office managers shall approve the cancellation of the document. The OPR shall modify the cover sheet to show the word "Cancellation". The cover sheet and the document history log shall be forwarded to the DCC. The DCC shall notify the OHC web custodian for the cancellation and update of the web site.

5.3 Deviations and Waivers If a deviation or waiver to an OWI requirement is requested, the approving authority for the document is also the approving authority for the deviation or waiver. The deviation or waiver shall be in the form of a memo from the approving authority to the individual requesting the deviation or waiver. The DCC shall retain a copy of the deviation or waiver as a quality record.

6. NOTES

All OHC OWI's shall be subject to review at least twice a year to ensure processes remain current and relevant. The review shall be conducted by the Office manager or by a review team appointed by the Office manager.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

9.1 Master List(s) - Maintained electronically by the OHC DCC on the designated Web server.

9.2 Current OWIs - Maintained by the responsible organizational element's DCC in accordance with NPR 1441.1, Schedule 1/72(B)(2).

9.3 Cancelled OWI cover sheets and Document History Log - Maintained by the responsible organizational element's DCC in accordance with NPR 1441.1, Schedule 1/72(B)(2).

9.4 Annual Review of OWIs - Documentation resulting for the review of approved OWIs shall be maintained by the responsible organizational element's DCC in accordance with NPR 1441.1, Schedule 1/72(b)(2).

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

OHC Document Control Process Flow
See next page

OHC Document Control Process Flow

5.1.1

Identify new OWI or revise OWI

5.1.2 Designate OPR Designee or PO

5.1.6 OPR Designee prepares the OWI

5.1.3 OWI contains multiple processes

No

5.1.7 Review process

OPR consolidates processes from PO's

5.1.8 Approval by organization manager

5.1.4 DCC assigns unique document number

5.1.9 Signoff sheet to DCC

5.1.5 DCC updates the list of unique document numbers

5.1.10 OHC web custodian posts the document